

Thank you for considering HomeStart as a place you'd like to work. Our recruitment and selection processes strive to achieve best practice with a commitment to selection based on merit. We treat all applications in a fair and equitable manner to choose the best person for the position.

The selection panel require a well-presented, easy to read application that addresses the criteria (essential and desirable as applicable) as set out in the job advertisement.

Your application should clearly and concisely demonstrate how you are suitably equipped to perform the role advertised.

After reading the position description, we suggest you include the following:

- » Your personal details and information relevant to the position including your employment history, education, training, qualifications and any professional memberships
- » At least two current nominated referees, their position and contact details
- » A covering letter of up to two pages describing how your skills and experience address the essential and desirable criteria advertised

All applications are to be submitted via seek.com.au unless specified otherwise.

Position Description

Your selection for an interview is based on our assessment of your application versus the requirements outlined in the position description and essential criteria. Please ensure that your application includes sufficient information for the panel to make an informed decision. If desirable criteria are outlined, you are encouraged to also address these, as these may also influence the panel's selection.

When a role is advertised, the position description is available on our website in the careers section.

Referees

You are required to provide two current referees and we recommend you advise your referees should you submit an application as the panel may seek their opinion of your capabilities for shortlisting purposes or to verify statements you may have made during the interview process. Where possible, provide at least one referee from an immediate supervisor or manager.

Privacy collection statement

HomeStart collects your personal information so that we may assess your application for employment. If you do not provide the information requested by HomeStart, we may be unable to progress your application. In order to assess your suitability for employment, HomeStart may contact referees nominated by you in your application and disclose your personal information. The information disclosed will be strictly limited to what is required to assess your suitability for employment with us. HomeStart is not likely to disclose your personal information to overseas recipients.

HomeStart's Privacy Policy contains information about how you may:

- » Access your personal information that is held by HomeStart;
- » Seek correction of your personal information that is held by HomeStart; and
- » Complain about a breach by HomeStart of the Australian Privacy Principles and how we will deal with such a complaint.

Please contact policy@homestart.com.au if you have any queries or requests in relation to the Privacy Act.

Best of luck!